

Durham City-County Planning Department
Proposed Work Program, FY13
Part B, Programs and Descriptions

May 21, 2012

1 Development Review

Development review includes:

- Reviewing proposals for public and private land development for consistency with adopted plans, policies, and ordinances; and making timely recommendations to advisory and elected boards;
- Managing physical and digital records; and
- Managing public notification in accordance with State statutes and UDO requirements.

1.1 Site Plans

Description: A site plan is an approval granted by the City and/or County that ensures that any future development will occur in a planned and orderly manner. All proposed development in Durham requires review and approval of a sites plan, except single-family and two-family development on single lots and improvements that are solely interior to an existing building and not associated with proposed or potential change of building use.

Responsibility: Process application for Site Plan approval in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake and triage, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, site plan extension requests, managing public notice, managing Development Review Board review, managing governing board consideration if applicable, and maintaining public records. This project covers initial submittals, re-submittals, and site plan amendments.

Authority: UDO, Section 3.7, Site Plan Review.

1.1.1 Site Plans, General (includes pre-submittal conferences)

1.1.2 Administrative Site Plans

1.1.3 Small Simplified Site Plans

1.1.4 Large Simplified Site Plans

1.1.5 Minor Site Plans

1.1.6 Major Site Plans

1.1.7 Architectural Reviews

1.2 Zoning Map Changes

Description: Zoning is the process of legally establishing allowable uses of land pursuant to State statutes and the Durham UDO. A zoning map change occurs when a petitioner wishes to change the allowable uses of land as established by the City-County adopted zoning map. An initial zoning is applied when the City Council annexes property into the City corporate area.

State statute enables the City and County to require and/or authorize zoning with a development plan. A development plan specifies committed elements that are beyond minimum UDO requirements. Committed elements can include density and intensity, tree coverage, setbacks, or any other site development characteristic. The development plan becomes part of the zoning of a property and is reviewed concurrently with the zoning map change request. Subsequent site plans or plats may not deviate from the plan, unless otherwise allowed or required by the UDO. Deviation may require a zoning map change. The development plan may be used by the petitioner in any zoning district; but is required in the PDR, CC, MU, and IL districts and in the RS-M district if the applicant proposes to develop a building greater than 35 feet in height or proposes a density greater than eight units per acre. Likewise, a development plan is required for additions to the UC District after the initial zoning map change establishing the District on each campus. Petitioners may request an administratively approved deviation from and approved development plan under certain conditions.

Responsibility: Process applications for Zoning Map Change in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Planning Commission review and recommendation, managing governing board consideration, and maintaining public records.

Authority: UDO, Section 3.5, Zoning Map Change.

- 1.2.1 Zoning Map Change, General** (includes pre-submittal conferences)
- 1.2.2 Zoning Map Change, Development Plan**
- 1.2.3 Zoning Map Change, No Development Plan**
- 1.2.4 Initial Zoning**
- 1.2.5 Deviations from Approved Development Plans**
- 1.2.6 Development Plan Design Guidelines Amendments**
- 1.2.7 University College (UC-2) District Zoning Map Change**

1.3 Subdivisions

Description: Subdivision means all division of a tract or parcel of land into two or more lots, building sites, or other divisions for the purposes of sale or building development, pursuant to State statutes and the Durham UDO. Subdivision of land occurs through the submittal and approval of a map called a “plat” and the recordation of that plat with the Office of the Register of Deeds.

A preliminary plat is a map indicating the proposed layout of a development and related information that is submitted for preliminary review. A final plat is the final map of all or a portion of a subdivision, which is presented for final approval.

Responsibility: Process applications for Subdivision plat approval in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, site plan extension requests, managing public notice, managing Development Review Board review and recommendation and/or decision, managing governing board review and decision if applicable, and maintaining public records. These may include conservation subdivisions.

Authority: UDO, Section 3.6, Subdivision Review and Article 13, Additional Requirements for Subdivisions.

1.3.1 Subdivisions, General (includes pre-submittal conferences)

1.3.2 Exempt Plats

1.3.3 Final Plats

1.3.4 Preliminary Plats

1.3.5 Condominium Documents

1.4 Special Use Permits

Description. A Special Use Permit is a City or County approval required for certain uses within certain zoning districts that have significant potential for incompatibility with adjacent and nearby uses and , therefore, require individual quasi-judicial review. A Special Use Permit must be obtained when a property owner wished to undertake one of the s specified uses.

Minor Special Use Permits are required for all uses identified as minor special uses within the UDO Section 5.1, Use Table. Minor Special Use Permits are issued by the Durham City-County Board of Adjustment based on a quasi-judicial hearing as specified in UDO Section 3.9.6, Approval of a Minor Special Use Permit. Manufactured homes used for custodial care may be permitted through a Minor Special Use Permit in accordance with UDO Section 5.5.2.F, For Custodial Care.

Major Special Use Permits are required for all uses identified as major special uses within the UDO Section 5.1, Use Table; Section 8.4.4.D, Floodplain Development; and Section 6.2.4, Conservation Subdivisions. Major Special Use Permits are issued by the appropriate governing body based on a quasi-judicial hearing as specified in UDO Section 3.9.7, Approval of a Major Special Use Permit.

Responsibility. Process applications for Special Use Permits in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Board of Adjustment review and decision if applicable, managing governing board review and decision if applicable, and maintaining public records.

Authority: UDO, Section 3.9, Special Use Permit.

- 1.4.1 Special Use Permits, General** (includes pre-submittal conferences and custodial care home MSUPs)
- 1.4.2 Minor Special Use Permits**
- 1.4.3 Major Special Use Permits**

1.5 Certificates of Appropriateness (COAs)

Description: The City Council and Board of County Commissioners are authorized to establish local historic districts and local landmarks. Proposed exterior changes in appearance of properties in local historic districts and local landmarks require the approval of a Certificate of Appropriateness from the Durham Historic Preservation Commission. For local historic districts, the Commission uses the review criteria in the adopted historic preservation plan to guide their quasi-judicial determination of COAs. For local historic landmarks, the Commission uses the Secretary of Interior's Standards to guide their determination of COAs. The Commission considers certain activities to not have a significant impact on the exterior appearance of the historic structures, and delegates administrative approval to the staff.

Responsibilities: Process applications for Certificates of Appropriateness (COA) in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Historic Preservation Commission (HPC) review and decision, and maintaining public records.

Authority: UDO, Section 3.18, Certificates of Appropriateness and adopted Historic District Preservation Plans.

- 1.5.1 Certificates of Appropriateness, General** (includes pre-submittal conferences)
- 1.5.2 Administrative Certificates of Appropriateness**
- 1.5.3 Minor Works Certificates of Appropriateness**
- 1.5.4 Major Works Certificates of Appropriateness**

1.6 Historic Landmarks and Signs

Description: The City Council and Board of County Commissioners are authorized to establish local historic landmarks and landmark signs. Local landmarks are designated with the consent of the property owner and are subject the property to Certificates of Appropriateness requirements. Local landmarks are eligible for a deferral of local property taxes for one-half of their appraised value.

Responsibilities: Process application for Historic Landmarks in a timely manner and accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, submission of application to the NC State Historic Preservation Office for comment, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Historic Preservation Commission review and recommendation, managing governing board review and decision, maintaining public records, and follow-up with the County Tax Administrator's Office.

Authority: UDO, Section 3.17, Historic District or Landmark.

1.7 Common Signage Plans

Description: A common signage plan is required when multiple signs are associated with a project that consists of several buildings in a single development. The common signage plan includes all signs within the development, including outparcels.

Responsibilities. Process application for Common Signage Plans in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Board of Adjustment review and decision, and maintaining public records. Within the Downtown and Compact Neighborhood Tiers or the MU District, the Planning Director, or designee, may approve variations in any element or elements of a common signage plan, considering the recommendation of the DDRT, on a case-by-case basis. This would also include alternate address locations, as approved by the DRB.

Authority: UDO Section 3.16, Common Signage Plans and Section 11.8.C, Elements of Common Signage Plans, and Section 11.2, General Requirements for Signs.

1.8 Variances

Description. The Board of Adjustment may vary certain requirements of the UDO, in harmony with the general purpose of these regulations, where special conditions applicable to the property in question would make the strict enforcement of the regulations impractical or result in a hardship in making reasonable use of the property.

Responsibilities. Process application for Variances in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Board of Adjustment review and decision, and maintaining public records.

Authority: UDO Section 3.15, Variances

1.8.1 Variances, General (includes pre-submittal conferences)

1.8.2 Variance Cases

1.9 Appeals of Administrative Decision

Description. Any person aggrieved by a final order, interpretation, or decision of any administrative official authorized to make decisions may appeal those decisions to the Board of Adjustment.

Responsibilities. Process application for Appeals of Administrative Decisions in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, managing review by multiple departments and agencies, preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Board of Adjustment review and decision, and maintaining public records.

Authority: UDO Section 3.16, Appeal of an Administrative Decision

1.10 Demolition by Neglect

Description: Property owners in historic districts must maintain the exterior and structural features of their historic properties and not allow conditions of neglect to occur. It is a violation of the UDO to not remedy a condition of neglect within the time set by an administrative determination. Property owners and staff may formally request the Planning Director's determination that a property is being demolished by neglect.

Responsibilities. Respond to petitions for Demolition by Neglect determination in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: UDO Section 3.19, Demolition by Neglect (City Only)

Authority: UDO, Section 3.21, Statutory Vested Rights Determination

1.11 Home Occupation Inspections and Permits

Description: Commercial enterprises undertaken from residential structures must meet City-County standards and require a home occupancy permit from the Planning Director.

Responsibility: Provide background information to applicants, review proposals for home occupation permits, conduct site visits as necessary, and issue required permits.

Authority: UDO, Section 3.13, Home Occupation Permit and Section 5.4.4, Home Occupations.

1.12 Limited Agriculture Permits

Description: Maintaining domestic chickens for non-commercial uses within the City limits requires a Limited Agriculture Permit as required the UDO.

Responsibility: Provide background information to applicant, verify the notification information, conduct administrative reviews, and conduct site compliance investigation.

Authority: UDO, Section 3.23, Limited Agriculture Permit (City Only) and Section 5.4.12, Limited Agriculture (City Only).

1.13 Street Renaming

Description: The Planning Department coordinates the review and approval of the petitioned re-naming of streets in the City and County pursuant to State statute and the UDO. Street renaming requires public hearings and approval of the appropriate governing body.

Responsibility: Process application for street renaming in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: UDO, Section 12.3.2, Street Names.

1.14 Street Closing

Description: The Planning Department coordinates the review and approval of the petitioned closure of publicly dedicated streets in the City and County pursuant to State statute and Section 12.3.2 of the UDO. Street closings require public hearings and approval of the appropriate governing body.

Responsibility: Process application for street closing in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: UDO, Section 12.3.2, Street Names.

1.15 Street Withdrawal

Description: Under State statute, a dedicated right of way that has never been opened or used may be withdrawn from dedication under certain circumstances:

1. The property owner on both sides of the right of way is the same.
2. The owner files notice with the City or County having jurisdiction over that right of way of the intent to withdraw.
3. The owner files a plat showing the withdrawal of the right of way and recombination into the adjacent tracts.

Responsibilities: The Planning Department reviews the information provided from the property owner and verifies that there has not been opened or used by consulting aerial photos and that the street is not shown on the future street plan. Once this has been verified, the Planning Department reviews the recombination plat for compliance with NCGS 47-30, as amended.

Authority: NCGS 136-96.

1.16 NFIP Community Rating System (Durham County Only)

Description: The National Flood Insurance Program's (NFIP) Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions. The goals of the CRS program are to reduce flood losses, facilitate accurate insurance rating, and promote the awareness of flood insurance. The objective of the Community Rating System (CRS) is to reward communities that are doing more than meeting the minimum NFIP requirements to help their citizens prevent or reduce flood losses. The CRS also provides an incentive for communities to initiate new flood protection activities.

Responsibilities. Process annual application for certification of Durham County's National Flood Insurance Program Community Rating System (NFIP CRS) program. Implement public outreach and education related to floodplain issues, enforce applicable floodplain regulations, and develop and implement enhancements to open space acquisition, repetitive loss reduction strategy and maintenance of streams and other waterways.

Authority: Direction from the City and County Managers.

1.17 Site Compliance

Description: Each development in Durham that has an associated site plan must receive a Certificate of Compliance from the Planning Department and other City and County Departments prior to occupancy. The UDO requires that new development must be built in accordance with approved site plans in order to remain valid. Planning staff enforce these provisions by performing on-going site evaluations. After development is initially approved in the City or County, Planning Department staff regularly monitors ongoing compliance with all site plan requirements through site monitoring visits. Planning Certificates of Compliance are based on site visits (and follow-up visits) conducted by Planning Department staff.

In addition, the Planning Department responds to citizen complaints regarding non-compliance with approved site plans through site investigations and follow-up reports and, when violations are found, enforcement actions.

Responsibility: Perform on-going site visits to evaluate whether building and site construction comply with the adopted site plan. Process application for Swimming Pool Compliance Review in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: UDO, Article 15, Enforcement; Section 3.7.12, Inspections of Required Improvements; Section 3.7.13, Issuance of Certificate of Compliance; and Section 5.4.9, Swimming Pools.

1.17.1 Site Compliance, General (includes administration, education and outreach, and swimming pools compliance)

1.17.2 Site Investigations

1.17.3 Site Monitoring

1.17.4 Site Re-inspections

1.18 UDO Administrative Interpretations

Description: The requirements of the UDO cannot anticipate the variety of real world on-the-ground conditions. On numerous occasions, an interpretation of UDO requirements is necessary to achieve the regulatory objectives while accommodating unorthodox situations.

Responsibility: According to the UDO, the Planning Director is authorized to interpret the ordinance and make administrative adjustment to the specified development standards in the UDO.

Authority: UDO, Section 2.9.4 Powers and Duties

1.19 Development Process Improvements

Description: The development review processes mandated by the UDO are complex and involve a variety of reviewers and decision makers in numerous City and County departments. Staff from the Planning and other Departments continually evaluate development review processes for opportunities to educate applicants, reduce unnecessary procedural steps, and improve the process for the applicant and the City and County. This task also involves participation in a City- and County-wide effort to implement digital reviews.

Responsibility: The City and County Managers have charged the Planning Department with continual evaluation and improvement of the various UDO development review processes.

Authority: UDO, Section 2.9.4 Powers and Duties

1.20 Statutory Vested Rights Determinations

Description: The UDO establishes a procedure for obtaining a statutory vested right in conformance with NCGS §153A-344.1 and NCGS §160A-385.1. A vested right may be established upon approval of a "site specific development plan." New or amended zoning regulations shall not apply to a property with an established vested right until the vested right expires or is terminated.

Responsibility: Process applications for Statutory Vested Rights Determination in a timely manner and in accordance with UDO requirements and Department procedures.

Authority: UDO, Section 3.21, Statutory Vested Rights Determination

1.21 Support for Boards and Commissions for Development Review

Provide ongoing support for boards and commissions, including preparing agendas, arranging and attending meetings, preparing meeting minutes or notes, maintaining records, and providing public information.

1.21.1 Planning Commission

1.21.2 Board of Adjustment

1.21.3 Historic Preservation Commission

1.21.4 Design District Review Team

1.21.5 Development Review Board

1.21.6 City Council

1.21.7 Board of Commissioners

1.22 Building Permit Review, COA and DD Cases

Description: Building permit applications must comply with architectural drawings in approved COAs, Architectural Review Applications, and Site Plans.

Responsibility: Review building applications; compare to and verify compliance with approved COAs, Architectural Review Applications, or Site Plans; provide feedback to the Inspections Department and applicant; and conduct site compliance investigation.

Authority: UDO, Section 3.18, Certificate of Appropriateness; Section 3.24, Architectural Review Applications; Section 6.12, Design Districts; and Section 7.3, Design Standards.

1.23 Outdoor Dining Permits

Description: Outdoor dining areas located in the public right-of-way require a permit.

Responsibility: Provide background information to applicant, conduct administrative reviews for compliance with standards, install outdoor dining area markers, and conduct site compliance investigations.

Authority: City Code, Section 54-110, Outdoor Dining Area (pending approval).

2 Zoning Enforcement

Enforce provision of the Unified Development Ordinance proactively and on a complaint basis. Track all enforcement actions taken by updating LDO and hard copy files.

2.1 Response to Complaints

Description: In response to complaints, work with citizens and staff to ensure compliance with development ordinances.

Responsibility: Investigate complaints in accordance with Director's Guidelines for Enforcement. Issue Notices of Violation, as appropriate. Update records in LDO, referencing specific complaints and any enforcement actions taken. Track cases systematically through LDO. Communicate with the complainant and violator regarding case status.

Authority: UDO, Article 15, Enforcement

2.2 Proactive Enforcement

Description: In response to observations from patrol, work with citizens and staff to ensure compliance with development ordinances.

Responsibility: Patrol assigned area and enforce UDO provisions as necessary. Follow Directors' Guidelines for Enforcement. Issue Notices of Violation, as appropriate. Update records in LDO referencing specific complaints and any enforcement actions taken. Track cases systematically through LDO. Communicate with the complainant and violator regarding case status. Remove and dispose of illegally placed signs.

Authority: UDO, Article 15, Enforcement

2.3 PACs

Attend monthly PAC meetings, serve as a Planning Department liaison, and provide information about Planning Department activities.

3 Strategic Planning

Prepare plans, policies, programs, and recommendations about land use, historic preservation, urban design, environmental protection, trails and greenways, and open spaces to preserve Durham's natural and cultural resources.

3.1 Comprehensive and Neighborhood Planning

Prepare small area land use plans for selected areas in the community to update the goals/objectives/policies and Future Land Use Plan of the Durham Comprehensive Plan.

Authority: *Durham Comprehensive Plan*, Policy 2.3.6c, Land Use Plan Updates; UDO, Section 6.11.2.B.

3.1.1 Regional Transit Planning

Participate with the Triangle Transit Authority and other jurisdictions in the region to plan a regional transit system, including locating transit-oriented neighborhoods at proposed transit stations.

3.1.2 Station Area Strategic Infrastructure Plan

Prepare station area plans for Compact Neighborhoods in accordance with the Durham Comprehensive Plan and the Regional Transit Plan.

3.1.3 Rougemont Rural Village Plan

Prepare a land use and design plan for the rural village of Rougemont. Develop village design guidelines to protect its character, encourage appropriate and compatible infill development, and establish local and National Register Historic Districts.

3.1.4 Industrial Lands Study

Work with the City Office of Economic and Workforce Development and the Durham Chamber of Commerce to conduct a study to determine the appropriate location, size, and qualities of industrial land in Durham.

3.2 Plan Amendments

Description: The *Durham Comprehensive Plan* was adopted by the City and County in 2005 to guide the physical growth and development of the City. The Plan's Future Land Use Map provides guidance on desired patterns of land use. When zoning map change are proposed that are in significant conflict with the Future Land Use Map, as determined by the Planning Director, the petitioner is required to submit a petition for plan amendment. The UDO establishes procedures required for neighborhood meetings, application submittal, and review and consideration by advisory and governing bodies.

Responsibility: Process applications for Plan Amendments in a timely manner and in accordance with UDO requirements and Department procedures. This includes pre-submittal conferences, application intake, preparation of summary reports for the Joint City-County Planning Committee (JCCPC), preparation of staff reports and recommendations, on-going applicant contact and information, managing public notice, managing Planning Commission review and recommendation, managing governing board review and decision, and maintaining public records. City or County initiated Plan Amendments also include conducting neighborhood meetings.

Authority: UDO, Section 3.4, Comprehensive Plan Adoption/Amendment.

3.2.1 Plan Amendments, General

This includes required pre-submittal conferences and plan amendment studies.

3.2.2 Privately Initiated Plan Amendments

Process an application for privately initiated plan amendments.

3.2.3 City or County Initiated Plan Amendments

At the direction of the Joint City-County Planning Committee (JCCPC), process applications for a City or County initiated plan amendments. This includes the annual Evaluation and Assessment Report.

3.2.4 NCCU Plan Amendment

Implement the Fayetteville Street-University Land Use Plan Update by processing a City-initiated a plan amendment for selected parcels on Fayetteville Street north of Lawson Street.

3.2.5 Eno Economic Development District Plan Amendment

Process an application for an amendment to the Future Land Use in the Orange County portion of the Urban Growth Area to accommodate the Eno Economic Development District.

3.2.6 Annual Evaluation and Assessment Report

Prepare an annual evaluation and assessment report to the governing boards, in accordance with the *Durham Comprehensive Plan*, Policy 1.1.4a, Evaluation and Assessment, to evaluate the status and effectiveness in implementing the Plan's goals, objectives, and policies.

3.2.7 RTP North Design District Plan Amendment

Amend the Future Land Use Map of the Durham Comprehensive Plan for the RTP North Design District.

3.3 Zoning Text Amendment

Description: Development issues give rise to changes in Durham's development regulations. Citizens may apply for zoning text amendments or the City or County may initiate zoning text amendments.

Responsibility: Proposed amendments to the Unified Development Ordinance (UDO) as necessary to respond to development and regulatory issues.

Authority: UDO, Section 3.20, Text Amendments.

3.3.1 Text Amendments, General

Includes pre-submittal conferences and general work related to text amendments.

3.3.2 Privately Initiated Text Amendments

Process applications for zoning text amendments in accordance with the UDO.

3.3.3 Mixed Use District

Propose amendments to the UDO to encourage mixed and integrated land uses and to decrease reliance on the automobile.

3.3.4 Downtown Signage

Propose amendment to the UDO to establish standards for signage in the downtown area.

3.3.5 University-College (UC-2) District Amendment

Propose amendments to the UDO to establish a UC District for urban university campuses.

3.3.6 Technical Changes and Minor Changes

Process technical and minor changes to the UDO in accordance with direction from the City and County Managers and the Joint City-County Planning Committee. This includes non-conforming lot standards, Urban Tier building placement standards, and Future Land Use Map procedural changes, etc.

3.3.7 Affordable Housing Density Bonus

Propose amendments to the UDO to provide a stronger incentive for voluntary use of the provisions for an affordable housing density bonus.

3.3.8 Riparian Buffer Standards

Proposed amendments to the UDO to resolve regulatory issues and ensure consistency with state requirements.

3.3.9 Removing Discretionary Decisions

Propose amendments to the UDO to remove discretionary decisions and replace them with alternate by-right standards, in accordance with state statutes.

3.3.10 Future Land Use Map Procedural Change

Propose amendments to the UDO to establish a process for technical changes to the *Durham Comprehensive Plan* Future Land Use Map (FLUM).

3.3.11 Science-Research Park (SRP) Amendment

Propose amendments to the UDO to modify the requirements of the Science and Research Park district.

3.3.12 RTP North Design District

Propose amendments to the UDO to incorporate the RTP North Design District standards in accordance with recommendations from the RTP Master Plan and at the direction of the Board of County Commissioners.

3.3.13 Building Placement Standards, Urban Tier

Propose amendments to the UDO to establish standards for the location and placement of buildings in the Urban Tier, including standards for setback, build-to line, and yards, in order to promote appropriate infill and new development.

The purpose of this text amendment is to provide Tier appropriate standards for building placement in relation to the street and other buildings, through a combination of setbacks, built-to lines and yards, to promote appropriate infill and new development.

3.4 Environmental Planning

Prepare plans and develop draft policies for the protection of Durham's environmental resources in accordance with direction from the governing boards.

3.4.1 Environmental Planning, General

Respond to general inquiries, policy issues, and directives regarding environmental planning issues, such as updates to the Durham County Natural Inventory, proposed hydraulic fracturing resource extraction technology, etc.

3.4.2 Urban Open Space Plan

Work with the Durham Open Space and Trails Commission to prepare and propose a plan for the preservation and protection of urban open spaces. Prepare and publish an atlas of important environmental features. Provide guidance for the City administration about protection, preservation, acquisition and/or development of those open space areas deemed important.

3.4.3 Downtown Open Space Plan

Prepare and propose a plan for the preservation and protection of urban open spaces in Downtown Durham, including open space standards for new development.

3.4.4 Water Supply Watershed Protection

Update water supply watershed protection overlay boundaries to reflect the most up-to-date information.

3.5 Trails and Greenways Planning

Engage in detailed trails and greenways planning as needed, in consultation with the Parks and Recreation Department.

3.6 Historic Preservation Planning

Prepare plans and develop draft policies for the protection of Durham's historic resources in accordance with direction from the governing boards

3.6.1 Historic Preservation Planning, General

Respond to inquiries, policy issues, and directives regarding historic preservation planning issues.

3.6.2 Certified Local Government Management

Continue to maintain Certified Local Government (CLG) status: prepare annual reports for the State Historic Preservation Office, apply for and administer grants for historic preservation studies, review nominations for the National Register of Historic Places, participate in training for staff and Historic Preservation Commission members.

3.6.3 Holloway Street Local Historic District Expansion

Respond to citizen petitions for the expansion of the existing Holloway Street Historic District, including surveying existing conditions and preparing a historic district preservation plan that includes design criteria reflecting the historic character of the area.

3.6.4 Golden Belt Local Historic District Request

Respond to citizen petitions for the establishment of a local historic district in the area around the Golden Belt facility in northeast Durham, including surveying existing conditions and preparing a historic district preservation plan that includes design criteria reflecting the historic character of the area.

3.6.5 Downtown National Register District Update

Manage a grant to update the Downtown Durham National Register of Historic Places designation.

3.6.6 Historic Districts Criteria Merger

Merge the local review criteria from the seven local historic district preservation plans to ensure consistency in their application by the Durham Historic Preservation Commission.

3.7 Neighborhood Protection Overlays

Respond to proposals from neighborhood organizations for establishment of a Neighborhood Protection Overlay district.

3.8 Support for Boards and Commissions for Strategic Planning

Provide ongoing support for boards and commission, including preparing agendas, arranging and attending meetings, preparing meeting minutes or notes, maintaining records, and providing public information.

3.8.1 Joint City-County Planning Committee

3.8.2 Appearance Commission

3.8.3 Durham Open Space and Trails Commission

3.8.4 Environmental Affairs Board

3.9 Transportation Planning

Provide transportation planning services to the City and County, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (MPO). This includes representing Durham County on the MPO Technical Coordinating Committee and preparing socio-economic projections for the long range transportation plan, etc.

4 Public Information/Customer Service

Provide accurate and timely information about the community, about procedures and about Department recommendations to citizen and elected officials. Continue to expand the Department's Internet website to be as complete and as interactive as possible. Develop other information resources such as GIS applications, brochures, and presentations.

4.1 Public Information and Customer Service, General

Upon request, provide general planning information to citizens, developers, appointed and elected officials, City and County Public Information Offices, and the media about planning programs and activities. Upon request, respond to formal public records requests. Provide staff assistance to the City Public Information Office for the broadcast of Planning Commission meetings.

4.2 Customer Service Center

Provide personal service in the Customer Service Center to walk-in or phone-in visitors about zoning and other Planning Department activities. Provide receptionist services for the public and the Department.

4.3 Website

Develop and maintain the Planning Department's web site to provide information to citizens about planning and development activities.

4.4 Zoning Verification

As requested, provide zoning verification, business verification, ABC permit zoning verification, DMV zoning verification, air quality permit zoning verification, family care home zoning verification, and single-family

4.5 Community Outreach

Upon request, make presentation to community organizations and City and County Departments about planning and zoning activities. This includes the quarterly newsletter, Neighborhood College support, social media, customer satisfaction feedback monitoring, and the community organization directory.

4.6 Customer Satisfaction Feedback

Solicit feedback on the Planning Department's performance in serving its numerous and diverse customers, including elected boards, advisory boards, development review applicants and consultants, comprehensive and neighborhood planning stakeholders, and citizens.

5 Research Support

Provide research and GIS mapping support for the Department. Maintain the Durham Zoning Atlas and GIS layers and maps for planning information. Maintain and coordinate US Census information.

5.1 Census and Demographic Support

File annual annexation and boundary surveys to the state and federal governments. Provide technical support for identifying new Census Tract boundaries. Staff 2010 Census Complete Count Committee. Manage and maintain population estimates for the City and County of Durham. Provide demographic information to citizens and project future population growth.

5.2 Computer, GIS, and Data Support

Manage and maintain geospatial databases of planning related information. Provide mapping support and research for staff. Create databases of planning related topics. Manage the Land Development Office (LDO) software used by multiple City and County Department to coordinate the review of development proposals.

5.3 Zoning Atlas Maintenance

Maintain the Official Zoning Map in accordance with UDO Section 4.1.3, Official Zoning Map.

5.4 Annexation Support

Qualify areas under state statutes and Provide mapping support for City annexations.

6 Department Management

6.1 Department Management, General

- Prepare annual Department budget for the City and County.
- Monitor and report on performance measures.

- Monitor Department spending and accounts. Monitor timely deposit of receipts, including development application fees. Maintain fiscal records for audit and review.
- Prepare annual work program and monthly reports on work program progress. Secure review and approval of annual work program from the Planning Commission, the Joint City-County Planning Committee, City and County Managers and governing boards.
- Develop scope of services, prepare requests for proposals, evaluate proposals, prepare contract, secure receive governing board approval to enter into a contract. Develop and execute contracts as needed, and manage consultant projects.
- Monitor interlocal cooperation agreements.
- Work with Risk Division to improve employee safety. Educate staff on OSHA requirements.
- Maintain planning related documents to meet state requirements, including document filing and scanning.
- General office management, including handling mail and ordering supplies.
- Consult with the City and County Attorney's Offices as needed on matters related to City and County codes and litigation.
- Engage in quality assurance activities, including: review of staff reports, agendas, advertisements, and notices, and progress reports; respond to management inquiries from the City and County Managers, members of governing and advisory boards, customers, and citizens.

6.2 Performance and Personnel Management

Prepare and maintain performance standards for each employee, conduct and participate in annual coaching sessions, and conduct and participate in annual performance evaluations in a timely manner. Conduct and attend Section, Division, and Department staff meetings. Conduct regular staff meetings to facilitate flow of management information and monitor work performance.

6.3 Professional Development

Provide opportunities and funding for the professional development of Department staff, including state and national professional conferences, web seminars, etc. Coordinate training programs for Departmental staff.

6.4 Intergovernmental Coordination

Provide ongoing support planning coordination among neighboring jurisdictions. This includes the Durham-Chapel Hill-Work Group, the Center of the Region (CORE) committee, the Land Use/Community Infrastructure/Development (LUCID) Committee, and other TJCOG Committees.

6.5 Planning Department Strategic Plan

Prepare a Department Strategic Plan, consistent with the City of Durham Strategic Plan, to identify long-term direction, short-term goals, and action steps for the Department for the next two to three years.

- 6.6 City Strategic Plan Implementation**
Participate in staff initiatives to implement the adopted City of Durham Strategic Plan. This includes the Strategic Plan Implementation Team, the Goal 1 Initiatives Team, the Goal 3 Initiatives Team, and the Goal 5 Initiatives Team.
- 6.7 County Strategic Plan**
Participate in efforts to prepare and implement a Strategic Plan for Durham County.
- 6.8 Culture of Service Initiatives**
Conduct staff initiatives to implement the City's Culture of Services goals and respond to concerns raised by the Employee Opinion Survey.
- 6.9 Contingency**